



# Maryland

GOVERNOR'S OFFICE OF  
CRIME PREVENTION, YOUTH,  
AND VICTIM SERVICES

## FY 2021 Violence Intervention and Prevention Program (VIPP) Implementation Evaluation

### Notice of Funding Availability (NOFA)

#### DEADLINE EXTENDED

Online Submission Deadline: Tuesday, November 24, 2020 by 3 PM

Funded by:  
**State of Maryland**

Governor's Office of Crime Prevention, Youth, and Victim Services  
100 Community Place  
Crownsville, Maryland 21032-2022  
(410) 697-9338  
[www.goccp.maryland.gov](http://www.goccp.maryland.gov)

Larry Hogan, Governor  
Boyd K. Rutherford, Lt. Governor  
V. Glenn Fueston, Jr., Executive Director

#### ELIGIBILITY

Funding through this opportunity is available to independent research entities for the purpose of conducting performance evaluations of evidence-based violence prevention programming funded through the VIPP program.

#### IMPORTANT LINKS

Application Instructions: <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>  
Grants Management System (GMS): <http://goccp.maryland.gov/grants/>.

***GMS submission is required; Hard copy applications are not accepted.***

## Purpose

Thank you for applying to the **Maryland Violence Intervention and Prevention Program Implementation Evaluation** from the **Governor's Office of Crime Prevention, Youth, and Victim Services (Office)**. The purpose of this grant opportunity is to identify a third party, independent researcher to evaluate the efficacy of a specific set of evidence-based violence reduction programs and strategies being implemented in Maryland. The selected independent researcher will conduct an evaluation of programs that are previously and currently funded through Maryland's Violence Intervention and Prevention Program.

This program primarily supports the Governor's Office of Crime Prevention, Youth, and Victim Services' objectives of developing coordinated criminal justice strategies and increasing the availability of data to support data driven decisions. As a condition of this grant, subrecipients will be required to report on collaborative efforts and data collected through the duration of the award. This information will be reported publicly on the Governor's Office of Crime Prevention, Youth, and Victim Services website.

If you need application assistance, please contact:

Sharon Leason  
Program Manager  
[Sharon.Leason@maryland.gov](mailto:Sharon.Leason@maryland.gov)

Justice Schisler  
Chief of Programs  
[Justice.Schisler@maryland.gov](mailto:Justice.Schisler@maryland.gov)  
(443) 895-2171

If you need assistance with program criteria or have questions on program design, please contact:

William Jernigan  
Director of Prevention Strategies  
[William.Jernigan1@maryland.gov](mailto:William.Jernigan1@maryland.gov)

Jessica Wheeler  
Deputy Director of the Children and Youth Division  
[Jessica.Wheeler@maryland.gov](mailto:Jessica.Wheeler@maryland.gov)  
410-530-4776

The Governor's Office of Crime Prevention, Youth, and Victim Services' success is measured by subrecipient success. It is critical that we hear from you, our customers. To share your ideas on how the Office can best serve you and provide support, please email the above program manager to provide your feedback or complete a three question customer experience survey [customer experience survey](#).

### **Governor's Office of Crime Prevention, Youth, and Victim Services' Mission:**

To serve as a coordinating office that advises the Governor on criminal justice strategies. The Office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

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## I. ELIGIBILITY CRITERIA

The following entities are eligible to submit **one application under the Maryland Violence Intervention and Prevention Program Implementation Evaluation grant opportunity:**

- Independent Researchers
- Academic Institutions
- Governmental Entities

The Office will not consider requests for in excess of \$250,000 under the VIPP Implementation Evaluation NOFA.

## II. PROGRAM DESCRIPTION

### A. Requiring Agency

Governor's Office of Crime Prevention, Youth, and Victim Services (Office)

### B. Opportunity Title

Maryland Violence Intervention and Prevention Program Implementation Evaluation

### C. Submission Date

November 24, 2020 by 3 PM

### D. Anticipated Period of Performance

November 1, 2020, through June 30, 2021

### E. Funding Opportunity Description

The Office announces the availability of up to \$250,000 grant funding for the Violence Intervention and Prevention Program (VIPP) Implementation Evaluation. [Chapter 148 \(House Bill 432\)](#) of Maryland's 2018 Legislative Session established the Violence Intervention and Prevention Program fund. The purpose of this program is to support effective violence reduction strategies, specifically gun violence, through evidence-based and/or evidence-informed health programs.

House Bill 432 states that "an evaluation of the efficacy of evidence-based health programs or an evidence-informed health program that receives funding under paragraph (1)(I) of this subsection shall be undertaken by an independent, third-party researcher selected by the council. The results of the evaluation under paragraph (2) of this subsection shall be posted to the Governor's Office of Crime Control and Prevention's (now the Governor's Office of Crime Prevention, Youth & Victim Services) website."

The third-party researcher shall conduct an implementation and outcome evaluation of Maryland's Violence Intervention and Prevention Program (VIPP). As such, information will be gathered from a cross-section of up to 10 participating service providers with regard to perceived strengths and benefits of VIPP-funded programs. The third-party researcher will provide the grantor with an organizing framework for the evaluation such as evaluation goals, methods to be used (quantitative and/or qualitative methods), procedures and blueprint of the evaluation approach. The results of this evaluation will serve as the basis of recommendations for potential broader dissemination of violence intervention programming throughout Maryland as well as inform future funding opportunities requirements for evaluation methods.

One award will be made under this funding opportunity.

### III. PROGRAM REQUIREMENTS

#### A. Program Evaluation Goals

Applicants must describe how they will achieve the following goals:

- **Goal 1:** Provide an analysis of how the local government agency or nonprofit organization utilized the VIPP funding to reduce rates of gun violence, recidivism and measure participation in programs.
- **Goal 2:** Evaluate the efficacy of the VIPP-funded programs in Maryland and make recommendations for future funding efforts to promote program sustainability.
- **Goal 3:** Measure the level of satisfaction of consumers that obtained services and participated in VIPP programming and make recommendations for future efforts to meet client-level needs.
- **Goal 4:** Incorporate a quality control component that will provide strength-based feedback and programmatic support (including database development as needed) to VIPP funding recipients in efforts to reduce rates of gun violence.

#### B. VIPP Program Implementation Evaluation Requirements

Applicants must describe:

- A proposed research design and methodology.
- Ability to utilize technology to conduct statistical analysis including the collation of data from multiple sources and datasets, some of which may be sensitive and/or confidential. Applicants should also describe a plan for data management.
- Key personnel including expertise, roles, duties, and responsibilities.
- Management capabilities including previous experience with projects in similar scope and budget.
- A proposed timeline and work plan to include key deliverables.
- Evaluation to determine the level of consumer satisfaction for services obtained.
- Methodology and proposed strategies illustrating the ability to perform the program evaluation virtually and in-person.

#### C. Reporting Requirements

The selected grantee shall submit an interim report to include updates on surveys, focus groups, etc. to the Office by January 31, 2021. A final report including the evaluation, quality improvement opportunities and outcomes will be due by June 30, 2021.

**Additional application instructions can be found here:**

<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>

### IV. APPLICATION PROCESS

Applicants are required to apply for grant funding through the Governor's Office of Crime Prevention, Youth, and Victim Services' web-based application process, which may be accessed through the homepage: [www.goccp.maryland.gov](http://www.goccp.maryland.gov) by clicking on **GRANTS MANAGEMENT SYSTEM**, or going directly to the login screen using the web URL: <https://grants.goccp.maryland.gov>.

**In order to use the Office's web-based application, you must have a User ID.**

If you have *not* previously applied through the web, go to the following web URL to obtain instructions and the information required to obtain a User ID and password:  
<http://goccp.maryland.gov/grants/requesting-access/>

The last day to request a User ID is **Friday, November 20, 2020**. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied for funding through our office, but *do not have your User ID*, or are having *technical issues with the system*, contact the Office's Helpdesk via email at [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com) for assistance.

If you need assistance completing the program specific information required in the online application, please contact Sharon Leason at [Sharon.Leason@maryland.gov](mailto:Sharon.Leason@maryland.gov). **The online application must be submitted no later than 3:00 PM on Monday, November 24, 2020.**

#### IV. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect the Office's established guidelines and procedures, training is provided through training videos posted on the Governor's Office of Crime Prevention, Youth, and Victim Services' website. These may be accessed through the following web URL:  
<http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the training videos to review system guidelines, fiscal review and tips, civil rights requirements, and those specific to the program funding source prior to beginning work on your application.

Additionally, instructions for completing the online application can be found at <http://goccp.maryland.gov/grants/programs/>. Applicants are encouraged to review these instructions prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

#### V. IMPORTANT DATES

Deadline to Request a User ID	November 20, 2020
Deadline to Submit an Online Application	November 24, 2020
Letters of Intent Emailed/Denial Letters Emailed	December 4, 2020
Award Documents	November 2020
Sub-award Start Date	November 1, 2020
Sub-award End Date	June 30, 2021

#### VI. APPLICATION EVALUATION

##### A. Review Process

This is a competitive application process. The Governor's Office of Crime Prevention, Youth, and Victim Services in partnership with the VIPP Council members will conduct a comprehensive review of each application submitted in accordance with this Notice of Funding Availability.

#### VII. FUNDING SPECIFICATIONS

##### A. Funding Cycle

Commencement of the grant funded under this solicitation will begin November 1, 2020, and end on June 30, 2021. Funds are paid on a quarterly reimbursable basis.

## B. Budget

Budgets must be clear and specific. Budgets must reflect one year of spending and where applicable, be adjusted to reflect the start date and holidays. The grant cycle will reflect eight (8) months.

- What will not be funded:
  - Applications primarily to purchase equipment, materials, or supplies. (A budget may include these items if they are necessary to conduct research, development, demonstration, evaluation, or analysis.)
  - Applications that are not responsive to this specific solicitation.

Additional information regarding the budget can be found here:

<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>

The Governor's Office of Crime Prevention, Youth, and Victim Services reserves the right to make additional budget reductions and adjustments at its discretion.

## VIII. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

The Governor's Office of Crime Prevention, Youth, and Victim Services will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found at:

<http://www.goccp.maryland.gov/grants/general-conditions.php>.

### A. Electronic Funds Transfer (EFT)

Our office encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website: [http://comptroller.marylandtaxes.gov/Vendor\\_Services/Accounting\\_Information/Static\\_Files/GADX10Form20150615.pdf](http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf).

### B. Match

There is no match required for this funding source. **DO NOT ENTER A MATCH INTO YOUR BUDGET.** If you wish to show other financial or in-kind contributions to your program, it may be written into your narrative.

### C. Supplanting, Transparency, and Accountability

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the Office of Justice Programs Financial Guide (Part II, Chapter 3). There are strict federal laws against the use of federal funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of

grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

## **IX. APPLICATION CHECKLIST**

### **What an Application Should Include:**

- ☐ Face Sheet
- ☐ Project Summary
- ☐ Narrative
  - ☐ Problem Statement/Needs Justification
  - ☐ Program Goals
  - ☐ Program Strategy
  - ☐ Program Measurement Methods and Procedures (evaluation tool)
  - ☐ Timeline
  - ☐ Spending Plan
  - ☐ Management Capabilities
  - ☐ Sustainability
- ☐ Unique Entity Identifier (UEI, Currently DUNS number)
- ☐ Letters of Commitment (if applicable)
- ☐ Budget and Budget Justification
  - ☐ Personnel
  - ☐ Operating Expenses
  - ☐ Travel
  - ☐ Contractual Services
  - ☐ Equipment
  - ☐ Other (Bios/Curriculum Vitae of evaluation team members/Peer Review articles/Reports and Program Evaluations conducted by applicant)
- ☐ Indirect Cost Rate Agreement or Documentation Supporting the Use of the De minimis Indirect Cost Rate (if applicable)
- ☐ Budget Prioritization
- ☐ Certified Assurances
- ☐ Certification Regarding Lobbying
- ☐ Audit Findings/Corrective Action Plan (if applicable)
- ☐ Single Audit Requirements (if applicable)
- ☐ Proof of 501 (c)(3) Status (if applicable)
- ☐ **\*NEW\* SUBRECIPIENT ORGANIZATIONAL CAPACITY QUESTIONNAIRE**
- ☐ Memorandum of Understanding/ Agreements (MOU/MOA)

**More information on each item above can be found in the NOFA Application Instructions found here: <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>.**